

TAB

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

DDS/SSS-1

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE
OF
REPORT

☒ STATISTICAL
☒ NARRATIVE
☐ MACHINE-NAME LISTING

Program Call

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

☒ ADMIN. GENERAL

LOGISTICS

SECURITY

OTHER (specify)

MEDICAL

FINANCE

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not number of copies)

6

Annual

(2) DDS Planning Officer
PPB

7. FORMAT (memorandum, form computer print-out, etc)

8. ADP PROCESSING

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Memo

YES

IF YES GIVE ADP PROCESSING NO.

PPB Annual Call

☒ NO

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

3 Branches in SSS

Three (From each branch in SSS)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-16	\$12.76		16		\$204.16		1		\$204.16
GS-15	11.00		40		440.00		1		440.00
GS-06	3.51		30		105.30		1		105.30
GS-12	6.82		60		409.20		1		409.20
GS-14	9.44		40 IPB		Feeder		Reports		377.60
GS-14	9.44		3 RCB		Feeder		Reports		28.32

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$1,564.58

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

28 September 1970

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Deputy Chief/Support Services Staff

FORM 142

Classification

(22-36-43)